



County of Los Angeles CHIEF EXECUTIVE OFFICE

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Chief Executive Officer

July 16, 2013

To: Supervisor Mark Ridley-Thomas, Chairman
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

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QUARTERLY UPDATE ON THE IMPROVEMENTS TO THE COUNTY CONTRACTING PROCESS

The Chief Executive Office is continuing on a countywide contracting process improvement project. The overall goal is to create a contracting process which incorporates best practices, while at the same time ensuring compliance with laws and County policies. This memo briefly summarizes efforts that occurred on the project during the second quarter of 2013.

Contract Management System (CMS)

The Auditor-Controller (A-C), in conjunction with the Internal Services Department (ISD) and other County Departments, completed the following items during the reporting period:

- Contract Library System (CLS)
 - Based on the results of the successful Working Prototype, the County negotiated a Work Order with EMC for the Pilot Phase to prepare the Working Prototype of the CLS for use in the CMS Pilot in September. The Work Order incorporates a variety of modifications and enhancement to the Working Prototype based on department user input;
 - The Work Order with EMC for the Pilot Phase was approved by the Board of Supervisors at the May 14, 2013 Board Meeting; and
 - The Pilot Phase kick-off and design validation was held May 28 – 30, 2013, and the first two of eight milestones were completed by June 30, 2013.
- A demonstration of the CLS and CMS was provided to the Operations Cluster Board Deputies in May.
- Contract Management System
 - The design for the reference table interface between the new CMS and the eCAPS Financial System has been completed;

- The integration between the CLS and the CMS has been completed to allow seamless access by a department contract analyst to standard Request for Proposal, Statement of Work, Contract, and other solicitation documents; and
- Several design sessions were held to continue the development of the design of the CGI CMS screens for the Pilot Phase.

Contracting Policy

On February 28, 2013, the Audit Committee approved recommended revisions to Board Policy 5.055 which were designed to simplify the contracting process for both the County and its vendors. With the approval, the new policy and processes were implemented in all County solicitations released after March 28, 2013.

Next Steps

During the next reporting period, A-C and ISD will focus on:

- Identifying the departments and participants for the Pilot Phase.
- Completing the milestones for the EMC Pilot Phase Work Order and the CGI CMS in preparation of the Pilot Phase.
- Working with County Counsel to finalize the workflow, standard clauses and standard templates for the Pilot Phase.
- Developing training material and documentation for the Pilot Phase.
- Training the Pilot Phase participants on CLS and CMS.
- Planning the implementation of the Pilot Phase.

Contract Subcommittees will continue:

- Vetting contracts, terms and conditions to be used in the pilot system targeted for Fall 2013;
- To participate in user acceptance testing of the new system as subject matter experts to validate the process.

The next quarterly status update on this project will be provided in September 2013. If you have any questions, please contact Scott Wiles at (213) 893-1246, or at swiles@ceo.lacounty.gov.

WTF:SAW:cg

c: Executive Office, Board of Supervisors
 Auditor-Controller
 County Counsel
 Internal Services